

Junior Accountant
Job Posting
Salary Range: \$62,000 - \$65,000

Chemistry Consulting Group is seeking a **Junior Accountant** to join the accounting team at **Focused Education Resources Society** (Focused Education). Focused Education members consist of all 60 BC school districts, more than 100 independent and First Nations schools, and the Northwest Territories and the Yukon Departments of Education. The Junior Accountant is responsible for supporting the day-to-day bookkeeping and operations processes and procedures that support the smooth running of the organization.

RESPONSIBILITIES

Financial and Operations Administration

- Keep accurate records of financial transactions
- Bank and credit card reconciliations
- Record day-to day financial transactions and complete the posting process
- Prepare monthly/quarterly reports
- Process invoices, manage accounts receivable, and follow-up on outstanding receivables
- Ensure timely payment of invoices and bills
- Reconcile and process expense claims for staff, Board, Advisory Committees, and others as requested
- Deposit cheques at the bank
- Process payroll accurately and on time
- Support the Controller in preparing audit schedules and collecting information required by the Auditors
- Update the CRM (MS Dynamics)
- Work with the Procurement team and the Controller to ensure that procurement fees are accurately calculated, invoiced, and collected
- Provide support to the Management team, including development of budget templates, budget projections, tracking of expenses, etc.
- Prepare GST Returns
- In conjunction with the Controller, coordinate the procurement of office supplies and equipment
- Ensure health and safety environment is maintained, including equipment, drills, etc.
- Ensure smooth operation of office equipment and arrange for maintenance and repair work
- Other duties as required

KEY ATTRIBUTES

Collaborative: Natural engagement skills and the ability to work well with others.

Innovative: Passion for championing modernization and continuous improvement in service excellence. Fosters a culture of innovation and collaboration that encourages and promotes diverse ideas, creativity, and leading-edge practices.

Principled: Results-oriented fueled by good judgement and the ability to develop credibility and trust in all relationships. Demonstrates integrity and ethical behaviour.

Responsive: A creative team player with a member-focused orientation; able to manage ambiguity, uncertainty and changing priorities, has initiative and ability to work independently, yet be a collaborative team member.



EDUCATION AND EXPERIENCE

- 2+ years relevant post-secondary education and training
- Basic bookkeeping essentials, along with good financial skills
- Experience with payroll
- Experience working with a CRM, preferably MS Dynamics, and in MS Teams
- Experience using QuickBooks
- Demonstrated experience coordinating multiple projects
- Demonstrated ability to work in a smaller team setting
- Experience within a start-up operation or small firm in growth mode is an asset

REQUIRED SKILLS

- Highly organized and detail oriented but able to adapt as priorities arise
- Proficient in Microsoft applications
- A positive “let’s get this done” attitude
- An ability to execute independently with precision, accuracy, and little oversight
- Excellent math, troubleshooting, and problem-solving skills
- Exceptional interpersonal skills with the ability to foster effective working relationships
- Team player who strives to exceed expectations
- Ability to work independently with little supervision, and to function under pressure in an open plan office environment with regular interruptions
- Ability to meet multiple service demands simultaneously
- Ethics and confidentiality to handle sensitive information tactfully

WORKING CONDITIONS

Focused Education has a hybrid work model and the amount of time in-office and remote is negotiable and dependent on where the employee lives. Generally, it is required to be in the office two days a week, and for meetings and team events as required.

WE OFFER

- A collaborative and support team environment
- Highly competitive total compensation package
- Flexible schedule
- Extended health, medical and dental benefits
- Municipal Pension Plan

Diversity, equity and inclusion is a core value of Focused Education, one that is strongly supported and demonstrated throughout the organization. All qualified applicants will be given fair and equal consideration regardless of ethnicity, race, sexual orientation, gender identity and expression, culture, disability, nation of origin, age, or religion.

To apply to this position, please respond by email to hr@chemistryconsulting.ca, citing **Focused Education – Junior Accountant** in the subject line. Please submit a cover letter, and resume detailing your experience and qualifications, as well as outlining why you are interested in this position.

We would like to thank all applicants, however only those selected for an interview will be contacted. No phone calls please.